

FY 2005

Municipal Population Census



Head Count Census Manual:
Instructions and Reporting Forms

State of Alaska
Frank Murkowski, Governor

Department of Community and Economic Development
Edgar Blatchford, Commissioner

January 2004

Municipal Population Determinations and Requests for Adjustment

Population Determination

Under regulation, the Director of the Division of Community Advocacy (DCA) determines municipal populations for calendar year 2003 to be used for various funding programs. These determinations are sent to each municipality by January 15, 2004.

The January 15 municipal population determinations are provided by the Department of Labor and Workforce Development, State Demographer, and are based on 2003 Permanent Fund Dividend (PFD) applications. In addition, new residents to Alaska communities that are not yet eligible for the PFD are estimated from Internal Revenue Service tax returns, which provide information on how many persons are moving into and out of your community each year. Since the Department of Labor figures are the most current indicators of population, they are used for the 2003 calendar year.

NOTE: Municipalities are NOT REQUIRED to conduct a local census. These forms ONLY need to be completed if your municipality disagrees with the Division's January 15 population determination and wishes to request an adjustment.

Population Adjustment Request

If your municipality believes that the population determination does not reflect the population of your community, it has until April 1, 2004, to request from DCA's Director an adjustment to the January 15 determination. The request must include either:

- a **head count census**, as described in **this** manual; or,
- a **housing unit population estimate**, as described in the *Housing Unit Method Manual: Population Estimate Instructions and Reporting Forms*, January 2004.

Municipalities with a population of 1,000 or more may use either method. Municipalities with a **population less than 1,000 must use the head count census**, which is more reliable than the housing unit estimate for smaller populations.

If a municipality's request for adjustment is postmarked after **April 1, 2004**, it will be denied by the Director as being untimely filed. If the municipality's request for adjustment does not include all of the required documentation set forth in this manual, it will be denied by the Director as being unresponsive. A municipality may request an extension of the deadline, if the request is received in writing by close of business April 1, and if the municipality shows just cause for missing the deadline. Please contact Laura Walters, Research Analyst, responsible for validating population censuses, at 907-269-4521, or Bill Rolfzen, Revenue Sharing Programs Administrator, at 907-465-4733, should you have questions.

Appeal to the Commissioner

If DCA's Director does not grant the request for population adjustment, or if the municipality has other grounds for challenging the determination, the Director's decision may be appealed to the Commissioner (3 AAC 130.044). The appeal must be made within 10 days after the municipality receives the decision of the Director.

Certified Population

After all appeals have been resolved, the Commissioner will certify a final municipal population report by June 1, 2004. The Department's certified population is based upon one of the following:

- (1) a census of the U.S. Census Bureau.
- (2) a head count census conducted in accordance with this manual;
- (3) a housing unit method population estimate conducted in accordance with the *Housing Unit Method Manual: Population Estimate Instructions and Reporting Forms*, January 2004; or
- (4) an estimate by the Department of Labor and Workforce Development.

Regulations state that the Department must use whichever of the above methods indicates the most recent population of the municipality.

If two or more population figures exist for the same calendar year, regulations state that the Department must use the order of preference established above. So, for example, if a City conducts a head count census in February 2003, it will take precedence over the Department of Labor estimate for July 2003. In addition, a local census conducted in 2004 will take precedence over next year's Department of Labor estimate for 2004. In effect, a successful head count census may apply for two consecutive years.



Head Count Census

Documentation and Procedures

A city conducts a “head count” population census by going door-to-door to every housing unit within the city boundaries to count residents. To successfully adjust your city's population, the following four items must be included in your Head Count Census submission: 1) a city map; 2) the census documents listing individual residents by household; 3) a summary sheet with the total number of city residents and housing units; and 4) a city council resolution.

1. **City Map**

A map of the city which accurately shows the placement and names of streets, roads, landmarks, and the incorporated (legal) city boundaries. Indicate individual housing units on the map, using housing unit numbers that correspond to the census forms. Do not survey houses or include persons living outside of the city's legal boundaries.

2. **Population Census Forms** (Forms and examples attached.)

The population census should be documented using copies of the attached forms or similar documents. Please make as many copies of the Head Count Census forms as needed. The information gathered by the census-taker(s) must include:

- The **address** of each housing unit.
Note the address or location of each residential housing unit, whether occupied or vacant. Do not list uninhabitable, broken down, or abandoned housing units. Do not list offices, stores, churches, vacant lots, public buildings or facilities unless a residential unit is available at that location. Group quarters facilities, such as work camps, processing facilities, etc., must be identified. If seasonal workers live in these group quarters, please contact the department for specific documentation and residency requirements. Large cities (population greater than 1,000) that choose to do a head count census must also indicate the **structure type** of each housing unit -- note whether each unit is a single family unit, duplex, apartment, trailer, or a live-aboard boat.
- A housing unit **sequence number** (#1, #2, #3 ... #100).
Assign a number to each housing unit; it should correspond to the housing unit number marked on the city map.
- Check-off whether each housing unit is **occupied or vacant**.
- List the **name of each individual** living in the housing unit.
List all persons currently living in the home, whether they are a resident or non-resident (see definition of residency on the following page.) List the first and last name of each person – incomplete names will not be accepted (e.g., do not list “Mrs. Jones” or “4 children” or “baby.”)
- List the **dates each individual has lived in the community** during this calendar year.
The census-taker must ask if each individual has lived in the community since January 1st. If an individual has not been in the community continuously all year, the census-taker must ask additional questions about the person's usual place of residence. For example, a parent may list their daughter as a member of the household, but when asked about dates may state: “She is home only for the summer, because she attends the University in Anchorage.” Or a householder may respond: “My brother just moved to town last month and he intends to remain here.” The census-taker must gather enough information to accurately **determine whether each person is a resident or non-resident**.

Definition of Residency

An individual is a permanent resident of the location where he or she lives and sleeps most of the time. An individual must live in the community for the majority of the calendar year (at least **six months and one day**,) and have no other usual place of residence, in order to be considered a resident.

Residents include persons temporarily away from home on business, vacation, or for subsistence purposes, if they spend the majority of the year in the community. If an individual is a new member of your community, they may be considered a resident if they have no other usual place of residence and if they intend to remain in the community.

Non-residents include students attending high school or college in another community, visiting relatives, transient fishermen and their crew, seasonal construction workers and tourists. They do not spend the majority of the calendar year in your community, have another usual place of residence, or do not intend to remain. These individuals must be marked as non-residents on the census schedule.

- Check-off whether each person listed is a **resident** or not, based on the above definition and your conversation with the householder.
- **Subtotal each page** for the number of occupied housing units, vacant units, residents and non-residents.

3. Census Summary Sheet (Form Attached)

This summary form provides the total **housing units, vacant units, residents and non-residents found in the city**. Check that the final number of residents from your Head Count Census is higher than the department's January 15 population determination. If your census population is lower than the department's original determination, you are not required to submit the Census.

4. City Council Resolution (Sample Attached)

The city **must pass a resolution** adopting the results of the head count census.

Mail by April 1, 2004

If you are unable to meet the deadline, please call our staff before April 1st to make arrangements for additional time.

If you have questions about how to conduct the Head Count Census, or the documentation requirements, contact Laura Walters, Research Analyst, at 907-269-4521.

The completed Head Count Census must be postmarked by April 1st, 2004, and submitted to:

**Department of Community and Economic Development
Division of Community Advocacy
Attn: Laura Walters, Research Analyst
550 W. 7th Avenue, Suite 1770
Anchorage, AK 99501-3510
Phone: 907-269-4521 Fax: 907-269-4539**



HEAD COUNT CENSUS HOUSING, VACANT UNITS & PERSONS CITY _____

Enumerator _____
Block _____

Date _____
Page _____

Housing Unit Address	Housing Unit #	Housing Unit		Names of Individuals in Household	Dates Lived in City this calendar year	Resident		
		Occupied	Vacant			Yes	No	
								1
								2
								3
								4
								5
								6
								7
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								37
								38
								39
								40
Housing Subtotal				Persons Subtotal				

(Cities larger than 1,000 must use this form or provide similar information)

HEAD COUNT CENSUS
HOUSING, VACANT UNITS & PERSONS
CITY

Enumerator _____ Block _____ Date _____ Page _____

Housing Unit Address	Housing Unit #	Housing Unit Structure Type - Occupied or Vacant						Names of Individuals in Household	Dates Lived in City this calendar year	Resident			
		Single Family		Apartment		Mobile Home				Other (Specify)		Yes	No
		Occupied	Vacant	Occupied	Vacant	Occupied	Vacant	Occupied	Vacant	Occupied	Vacant		
												1	
												2	
												3	
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												22	
												23	
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												25	
Housing Subtotal												Persons Subtotal	
		Occupied		Vacant		Occupied		Vacant		Occupied		Vacant	
		Single Family		Apartment		Multi-Family		Other (Specify)					

2004 POPULATION CENSUS SUMMARY

Name of Municipality

Census Enumerator or Municipal Contact:

Name: _____

Phone: _____

Date(s) population census was conducted:

I have attached the following required documentation:

- ☐ Map of Municipality
- ☐ Census Schedule of housing units/individual names
- ☐ Municipal Population Resolution

Population Census Results:

Total Resident Population: _____

Total Non-Resident Population: _____

Total Housing Units: _____

Occupied Housing Units: _____

Vacant Housing Units: _____

Mail to: Department of Community & Economic Development
Division of Community Advocacy
Attn: Laura Walters, Research Analyst
550 W. 7th Ave., Suite 1770, Anchorage, AK 99501-3510

SAMPLE POPULATION RESOLUTION

A RESOLUTION OF THE _____ adopting the determination of population of
(municipality)
the municipality.

WHEREAS, the _____ has conducted a census of the municipal population
(municipality)
indicating the population of permanent residents of the municipality as of _____, 2004, and
(date)

WHEREAS, the governing body of the municipality must pass a resolution adopting the results of the census
for use by the Department of Community and Economic Development;

NOW THEREFORE BE IT RESOLVED THAT the governing body finds that on _____, 2004,
(date)
the population of permanent residents of the municipality was _____.
(population)

PASSED AND APPROVED BY THE _____ on
(governing body)
the _____ day of _____, 2004.
(date)

BY: _____
(Mayor)

ATTEST: _____
(Clerk)